

***EMERGENCY MANAGEMENT ADVISORY COUNCIL
REGULAR MEETING
JANUARY 11, 2005***

The Emergency Management Advisory Council held its regular meeting on Tuesday, January 11, 2005 at 8:12 A.M. in the Tippecanoe Room in the County Office Building. Advisory Council Members present were: Chairman Garry Smith, Vice Chairman Jimmy Kesterson, Mike Kyger, Nathan Miller, Dave Reagan, Dan Marvin, County Councilmember Kevin Underwood, and Commissioner Ruth E. Shedd. Others present were: Director Mark Kirby and Secretary Pauline E. Rohr. (Advisory Council Member John Withers was absent.)

Also present were Deputy Director Tim Batta and County Attorney David W. Luhman.

APPROVAL OF MINUTES

- Mr. Reagan moved to approve the November 8, 2004 Minutes as distributed, seconded by Mr. Kyger; motion carried.

CHAIRMAN'S COMMENTS: Garry Smith

Chairman Smith summarized that the Emergency Management Ordinance authorizes the formation of a selection committee to recommend candidates for Director to the Commissioners for their selection. This committee chaired by Vice Chairman Kesterson reviewed 16 applicants and recommended two finalists to the Commissioners for their selection. From those two Mark Kirby was selected as TEMA Director. Chairman Smith said he attended last week's Volunteer Meeting and thought the meeting was positive. Vice Chairman Kesterson interjected that some volunteers have concerns but he thinks they are ready to move forward.

DIRECTORS' COMMENTS: Mark Kirby

Volunteers

The volunteers who were present exhibited positive attitudes and some have visited with him one on one.

Equipment

Some equipment has not been located. He suspects some may not have been turned in but he said there is a large amount to go through. After he compiles a list, he said he will contact former Director Wettschurack to help determine locations. One missing item is the Cellular NIC Card used in a laptop to connect to the internet. He cancelled the contract, but said he was assured by Cingular there will be no charge if it is re-activated.

Scheduled Meetings

He has meetings scheduled later today with Red Cross representatives and on Friday with Lafayette Fire Chief Morrow as an effort to enhance communication and cooperation.

Volunteer Fund

He distributed printouts showing Transactions and a Reconciliation Report of the Volunteer Fund for 2004 that he thinks contain some possible issues of concern. He said there is no record of checks for payment to individuals from Kamp Motor Speedway noted in the Reconciliation Report for December 2004.

The question arose concerning the issuance of 1099s for individuals paid more than \$600 from the Volunteer Fund. Attorney Luhman explained that Volunteer Fund checks are not paid through the County Auditor's Office so the County won't issue 1099s to those individuals. In his opinion, the Volunteer Fund should either be handled through the Auditor's Office or become a 501c3 organization. Mr. Smith commented he thinks there is a greater opportunity for grants if the Fund has 501c3 status.

Attorney Luhman noted that donations to the Volunteer Fund are not solely from Kamp but from organizations such as the Feast of the Hunters Moon and Dancing in the Streets.

Short Term Goals

- Complete TEMA inventory. Compile a list of items purchase with grant monies with Grant Coordinator Christine Chapman's help.
- Better equip the volunteers. Some don't have a traffic vest, flash light, or radio.

Long Term Goals

- Complete construction of Regional Hazardous Response Equipment Unit.
 - Storage facility to get all TEMA inventory under one roof.
- A discussion ensued regarding buses. It seems TEMA has two buses in its inventory but Commissioner Shedd said they have been unable to locate the titles. Mr. Kyger said one of the buses is meant to be cut up in an Extraction Exercise that will be held at the Fairgrounds. Mr. Batta confirmed there are two (2) buses, one of which is stored at the N. 9th Street facility. He said one (1) bus was rolled and given to TEMA by Tippecanoe School Corporation. Commissioner Shedd said one of the buses is currently located at Jim's Garage.
- Study the Volunteer Organization from an administrative view.
 - Investigate the need for an additional full time employee.
 - Set 5 year goals and develop a 5 year plan. In his opinion, TEMA's needs should be determined before searching for grant money to fund. He doesn't agree with obtaining grant money and then searching for something to spend it on.

Gas Masks

Director Kirby reported that grant money was used to purchase Scott gas masks for the Counter Terrorism Response Kits, but SEMA notified him the purchase was illegal based on the stipulations of the grant. He said documentation provided by Scott states the masks don't comply with a certain standard put forth in the grant. Acting upon SEMA's suggestion, approximately 95% of the masks have already been collected with the goal of returning them to Scott for a refund. Director Kirby pointed out we were not the only county to purchase the Scott masks but warned this could become a legal issue.

Chairman Smith said he would like to develop a Mission Statement for TEMA by the end of 2005 to help keep the organization focused.

SIREN TEST

Deputy Director Tim Batta reported two (2) sirens didn't function during the monthly siren test held on Saturday, January 1, 2005. He said they are investigating if the cause is a radio communication problem. A third siren located behind Andrews Oldsmobile at the corner of SR 38 and Creasy Lane was knocked down when a truck backed into it. Mr. Reagan suggested investigating if the siren is needed at this location because he believes the coverage may overlap a siren in another location.

Director Kirby expressed concern regarding the policy of placing sirens on private property with an agreement the electricity will be paid by the owner to save the County money. He thinks it could become a liability issue. He said he plans to only place sirens in right-of-ways and to pay for the electricity from the Utility line item.

Attorney Luhman advised it is a good idea to have a license or an easement before placing a siren on private property. Mr. Reagan suggested the Communications Committee could oversee where sirens are placed. He said some sirens were placed by request such as the ones located in Dayton and at Eli Lilly. He noted that both entities purchased the sirens but they are activated and maintained by TEMA. Chairman Smith interjected that siren placement was left up to the Director.

Deputy Director Batta reported new sirens were installed at the Wabash Township Fire Station #2 and north of Harrison High School on CR 625 N at the Grange Hall. Mr. Batta wasn't sure how many new sirens the County has or their intended locations. Chairman Smith asked Director Kirby to inventory the number of new sirens.

➔ Mr. Marvin left the meeting.

COMMUNICATIONS COMMITTEE: Chairman Dave Reagan

- Mr. Reagan stated he would like to schedule a meeting between the Communications Committee and Director Kirby to discuss zoning the sirens since all the controllers are capable of sounding more than one tone.
- Director Kirby asked Mr. Reagan to regenerate the Siren Location map.
- Mr. Reagan said every volunteer should have a pager. He said there are enough radios, 800 mhz or "old style" fm, for every volunteer to have one.
- The 800 mhz radios should be programmed to talk frequency for communication with all agencies. Director Kirby said all volunteers should have 800 mhz radios. They have six (6) spares and five (5) are on order.
- Mr. Kyger asked how many volunteers the County can afford to equip. Director Kirby responded he is not sure there should be a maximum number.
- Mr. Kesterson thought a committee should be formed to examine some of these issues.

HAZ-MAT TEAM REPORT: Deputy Director Tim Batta

- There have been no Team responses since the last report.
- The inflatable de-con tent is now stored in an 18' cargo trailer in which they are building storage compartments.
- Regional Response equipment is being delivered daily and is being stored in the 32' cargo trailer purchased for that purpose. Ford Motor Company is building the truck that will be used to tow the trailer, but he is unsure of the delivery date.
- There are approximately 32 Team members.

Director Kirby commented there has been some resistance on the part of the State Fire Marshall's Office to train the Tippecanoe County Regional Response Team. He said it his understanding the State is obligated to provide this training and he will try to resolve the problem.

TEMA BY-LAWS

A review of the TEMA By-laws is planned. Chairman Smith suggested revising the management flow chart so that the unpaid Assistant Deputy Director is not on the same management level as the paid Deputy Director.

ADVISORY COUNCIL MEMBERSHIP

Commissioner Shedd reported the Commissioners received a request from Carol Shelby at Purdue University to have representation on the TEMA Advisory Council. She noted the code allows ten (10) members and there are currently nine (9). Mr. Kyger pointed out that Purdue has not also co-operated with County emergency services. Director Kirby explained that Purdue is unhappy because they were excluded from the grant monies that were obtained by Emergency Management because they have a State revenue stream. He said they were even more upset when it was learned that interpretation was incorrect. They are now more interested in the inner workings of Emergency Management, and he said he would like to see them involved on some level. Before adding Purdue, Mr. Kesterson said he thinks the Advisory Council should consider what will happen if other municipal entities such as Dayton want to become members. He said there is already a diverse group on the Advisory Council.

Attorney Luhman pointed out that Purdue University is unique in the geographic area it has jurisdiction over because it is excluded from the City of West Lafayette and the County, and the number of residents it has in that area may distinguish it from smaller municipalities such as Dayton. He said the Council might want to establish a subcommittee of the small municipalities, which might include Purdue, on a non-voting basis to get their input for better communication. By the next meeting, he said he will investigate the possibility of adding Purdue to determine if that is possible without any legislative changes.

MEETING DATES

Chairman Smith asked if the Advisory Council wishes to return to monthly meetings. Mr. Kesterson said he favors meeting monthly because he thinks it is import for keeping up with issues. Mr. Miller agreed.

- Mr. Reagan moved to meet every second Tuesday of the month at 8:00 A.M, seconded by Mr. Kesterson; motion carried.

ELECTION OF OFFICERS: Tabled 11/8/2004

- Commissioner Shedd nominated Mr. Kesterson to serve as Chairman, Mr. Miller to serve as Vice Chairman, Mr. Kyger to serve as Recording Secretary, and Councilmember Underwood to serve as Vice Recording Secretary for 2005, seconded by Mr. Reagan, motion carried unanimously.

Chairman Kesterson thanked Mr. Smith for his leadership through the difficult transition time.

ADJOURNMENT: 9:40 A.M.

- Commissioner Shedd moved to adjourn, seconded by Councilmember Underwood; motion carried.

The next meeting of the TEMA Advisory Council will be held at 8:00 A.M., Tuesday, February 8, 2005 in the Tippecanoe Room in the County Office Building.

Robert A. Plantenga, Auditor